



## **King County**

### **Manager III - Juvenile Court Services**

#### **SALARY**

\$126,162.40 - \$158,194.40 Annually

#### **LOCATION**

Seattle, WA

#### **JOB TYPE**

Regular, Full time, 35 hrs/week

#### **JOB NUMBER**

#### **DEPARTMENT**

KCSC - Superior Court

#### **OPENING DATE**

#### **CLOSING DATE**

#### **FLSA**

Exempt

#### **BARGAINING UNIT**

Z5 : Superior Ct Guidelines

#### **FULL- OR PART-TIME**

Full Time

#### **HOURS/WEEK**

35 hours/week

#### **Summary**

King County Superior Court is seeking qualified applicants for a full-time Manager III. The Court is one of the nation's largest trial courts, serving the country's 12th most populous county. Located in the beautiful Pacific Northwest, King County Superior Court is nationally recognized for innovation. The court's mission is to serve the public by ensuring justice through accessible and effective forums for the fair, understandable, and timely resolution of legal matters.

This leadership position is responsible for managing a functional division within the Superior Court department of Juvenile Court Services. Key duties include developing and implementing policies, managing program development, overseeing complex program budgets, evaluating program effectiveness, and supervising and managing staff performance.

The role requires strong leadership, strategic thinking, and the ability to ensure efficient and high performing operations in both legal and social service settings. The most competitive candidates place a high value on a diverse workforce, efficient and effective operating principles, and collaboration and team building.

**Work location:** This position is located at the Patricia H. Clark Children and Family Justice Center, 1211 East Alder Ave, Seattle. The incumbent may be required to work at other court facilities.

**Work schedule:** This is a full-time position. The Court's core business hours are Monday through Friday, 8:30 a.m. - 4:30 p.m. Variations from those hours may occur. This position is exempt from the overtime provisions of the Fair Labor Standards Act and is not overtime eligible.

**Additional materials required:** Please include a resume and letter of interest describing how you meet or exceed the requirements for this position. These materials are supplemental to your application. You must still completely fill out the on-line application with your relevant education and work experience. Your application may be rejected as incomplete if you include relevant information only on the resume or cover letter. Applications that state "see my resume" are considered incomplete and will not be accepted.

Please note that you can attach multiple documents to your application. Your options are:

- 1) Copy and paste one or more documents into the text resume section of the application.
- 2) Attached multiple documents/files in the attachment section.

## **Job Duties**

- **Staff Leadership and Development:**

Lead a team of dedicated professionals by recruiting, hiring, training, and supervising staff. Develop a functional coaching relationship with subordinate supervisors and direct staff. Foster a positive work culture, provide ongoing coaching and feedback, and address performance challenges through constructive solutions. Ensure adherence to policies and procedures while promoting a culture of accountability and growth.

- **Operational Improvement & Project Oversight:**

Lead and manage projects to improve operational efficiency, integrating new technologies and processes as necessary. Recommend and implement strategies for enhancing program delivery and service outcomes.

- **Strategic Planning & Program Management:**

Develop, implement, and monitor divisional work plans and goals, ensuring alignment with state mandates, funding sources, and statewide Juvenile Justice Initiatives. Oversee case review processes, caseload distribution, and adjust geographical parameters to ensure an equitable workload.

- **Budget Management & Funding Acquisition:**

Oversee the development and monitoring of the program budget, ensuring financial integrity. Lead efforts to secure diverse funding sources, including federal, state, local, and private funding. Manage contract compliance and track expenditures through monthly invoicing and reporting.

- **Labor Relations & Contract Administration:**

Support union labor negotiations, employee relations, and ensure the effective administration of union labor contracts. Address grievances and promote a positive work environment in accordance with union labor agreements.

- **Contract Negotiation & Performance Monitoring:**

Lead negotiations and manage contracts with state, county, and city agencies to provide services for court-involved youth and their families. Ensure the quality and effectiveness

of contracted services by monitoring performance and conducting regular quality assurance assessments.

- **Stakeholder Engagement & Customer Service:**

Build collaborative relationships with local, state, and national organizations to further reform efforts and initiatives. Respond to complex inquiries and resolve issues that involve multiple agencies or departments.

- **Policy Analysis & Legislative Support:**

Assist in analyzing local, state, and federal policies related to juvenile court operations. Contribute to legislative and budget development processes by conducting funding stream analysis and providing recommendations based on emerging trends.

- **Community Engagement & Resource Development:**

Build and maintain strong working relationships with key stakeholders. Leverage community resources to enhance program operations and improve outcomes for youth and families.

- **Information Sharing & Reporting:**

Oversee court-ordered information sharing agreements and ensure the timely distribution of reports, including policy recommendations and funding updates. Facilitate stakeholder input and ensure transparency in program activities.

- **Program Evaluation & Research Partnerships:**

Cultivate strong relationships with program evaluators, researchers, and stakeholders. Oversee contracted evaluations, including design, methodology, data collection, and reporting to inform continuous program improvement.

- **Committee and Task Force Representation:**

Represent the division on various county, state, and national committees and task forces, advocating for juvenile justice policies and initiatives.

- **Backup Support & Other Duties:**

Provide backup for the Director, Juvenile Court Services, as needed. Perform other duties and special projects as required by the department.

## **Experience, Qualifications, Knowledge, Skills**

Bachelor's degree and six years' experience in the juvenile justice field with three years in supervision and management, or equivalent combination of education and experience. Master's degree and three to five years in direct service provision to youth and families preferred.

- Bachelor's degree in criminal justice, Social Work, Public Administration, or a related field (Master's preferred).
- Minimum of six [6] years of experience in juvenile justice, program management, or a related field, with a focus on supervision, budget management, and policy analysis.
- Proven leadership experience with multidisciplinary teams, managing complex projects, and collaborating with diverse stakeholders.
- Strong knowledge of juvenile justice system practices, state and federal regulations, and funding mechanisms.
- Strong problem-solving skills with the ability to navigate complex, multi-agency issues.
- Demonstrated value for, and commitment to, addressing racial inequities in the criminal justice system. Ability to bring a racial equity lens to developing policy, procedures, and practices of a government organization.
- Experience using effective change management principles in leading large, innovative organizational initiatives
- Exceptional communication, negotiation, and conflict resolution skills.
- Experience using data to make informed decisions to improve policies and program outcomes.
- Demonstrated experience in contract management, budgeting, and securing funding.

## **Supplemental Information**

**Special requirements:** The ability to reliably travel throughout the county is required. Finalists must successfully pass a criminal background investigation and reference check. Criminal background records are not automatically disqualifying.

**King County Superior Court is an Equal Employment Opportunity (EEO) Employer.** No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection

for training, promotion, transfer, demotion, layoff, termination, rates of pay, or other forms of compensation.

**Selection process:** Application materials will be screened for qualifications and the most competitive candidates will be invited for interviews.

**Union membership:** Positions in this classification are not represented by a union.

If you have questions regarding this position, please call King County Superior Court Human Resources at 206-477-1529.

## **Benefits**

King County offers a highly-competitive compensation and benefits package designed to meet the diverse needs of our employees and support our employees' health and well-being. Eligible positions receive the following benefits and have access to the following programs:

- Excellent medical, dental, and vision coverage options: King County provides eligible employees with options, so they can decide what's best for themselves and their eligible dependents
- Life and disability insurance: employees are provided basic coverage and given the opportunity to purchase additional insurance for both the employee and eligible dependents
- Retirement: eligible King County employees may participate in a pension plan through the Washington State Department of Retirement Systems and a 457(b) deferred-compensation plan
- Transportation program and ORCA transit pass
- 12 paid holidays each year plus two personal holidays
- Generous vacation and paid sick leave
- Paid parental, family and medical, and volunteer leaves
- Flexible Spending Account
- Wellness programs
- Onsite activity centers
- Employee Giving Program
- Employee assistance programs
- Flexible schedules and telecommuting options, depending on position
- Training and career development programs

For additional information about employee benefits, visit our [Benefits, Payroll, and Retirement Page](#).

This is a general description of the benefits offered to eligible King County employees, and every effort has been made to ensure its accuracy. If any information on this document conflicts with the provisions of a collective bargaining agreement (CBA), the CBA prevails.

**NOTE:** Benefits for Term Limited Temporary (TLT) or Short -Term Temporary (STT) positions, including leave eligibility and/or participation in the pension plan through the Washington State Department of Retirement Systems, will vary based upon the terms and details of the position. Short Term Temporary positions are not eligible for an ORCA transit pass.

For inquiries about the specifics of this position, please contact the recruiter identified on this job posting.

**Employer**

King County

**Address**

King Street Center  
201 South Jackson Street  
Seattle, Washington, 98104

**Phone**

206-477-3404

**Website**

<http://www.kingcounty.gov/>

**Manager III - Juvenile Court Services Supplemental Questionnaire**

**\*QUESTION 1**

**This application requires a separate resume and cover letter, in addition to completing the "work history" section of the application form. Have you included a resume and a cover letter?**

Yes

No

**\*QUESTION 2**

**Please indicate your highest level of educational attainment.**

High school diploma or GED

Some college (attended but have not received a degree)

Associate's degree

Bachelor's degree

Master's degree or higher

**\*QUESTION 3**

**How many years of experience do you have working in the juvenile justice field?**

None

Less than one year

At least one year, but less than six years

At least six years, but less than ten years

Ten or more years

**\*QUESTION 4**

**How many years of management or supervisory experience do you have?**

None

Less than one year

At least one year, but less than three years

At least three years, but less than five years

At least five years, but less than ten years

Ten or more years

**\*QUESTION 5**

**How many years of experience do you have providing direct services to youth and families?**

None

Less than one year

At least one year, but less than three years

At least three years, but less than five years

At least five years, but less than ten years

Ten or more years

**\*QUESTION 6**



**How many years of experience do you have participating in labor negotiations and/or administering collective bargaining agreements?**

None

Less than one year

At least one year, but less than three years

At least three years, but less than five years

At least five years, but less than ten years

Ten or more years

**\*QUESTION 7**

**How many years of experience do you have working with elected officials?**

None

Less than one year

At least one year, but less than three years

At least three years, but less than five years

At least five years, but less than ten years

Ten or more years

**\*QUESTION 8**

**How many years of experience do you have designing, implementing, and monitoring of organization-wide policies and programs?**

None

Less than one year

At least one year, but less than three years

At least three years, but less than five years

At least five years, but less than ten years

Ten or more years

**\*QUESTION 9**

**What do you consider to be the most prominent challenge or highest priority juvenile justice issue King County is currently facing? (Please share your perspective in your own words.)**

**\* Required Question**